



Housing Policy for the 2023 Midwestern & Pacific Coast Synchronized Skating Sectional Championships

All teams are required to book housing through SiteSearch via the pathway described in this document. Any team that is found to have booked rooms outside of the event room block will be assessed a penalty of \$600 per team and must be paid upon checking in to the competition.

Booking is based on availability within the provided properties. More than enough rooms have been made available for teams through this booking process. SiteSearch and the LOC cannot guarantee that a team's first choice hotel will be available when they go to book so it is strongly recommended that teams have multiple preferences agreed upon prior to accessing the booking process. Any questions about the booking process or available properties should be sent to reservations2@sitesearchllc.com.

The timeline/process for booking will be conducted as outlined below:

- Monday, June 13: Teams are provided with an overview of the booking process and the housing policy document.
- Monday, June 20: List of available properties shared with teams via email and on the event webpages
- Wednesday, June 22: SiteSearch portal opens for bookings at 12:00pm ET

Upon booking, you will be charged a non-refundable transaction fee of \$5.95 per room. This NON-REFUNDABLE charge will stand even in the event of a tournament cancellation, team cancellation or individual cancellation. This charge will show up on your credit card statement as SiteSearchLLC/Hotel Accommodations in USD.

Teams are provided with two pathways for booking:

Option 1: Create Group Block Hold with Individual Booking

This pathway allows you to hold rooms as a part of a group block, then receive a link for members of your team to complete booking on their own within your block within 10 days of initiating the hold.

Choose your hotel and click "View Rates", then click "Create Group Block". Fill out the form to place rooms on hold. Where information about your team's age group is requested, please provide your team's level. An email will immediately be sent to you with a Reservation Booking link. You will forward this link to your team members so that they can reserve their room from your block. This is a temporary hold and reservations must be made within 10 days of creating the room block. Any rooms without a completed reservation will be released after the 10-day hold.

Option 2: Reserve Rooms - Full Team Direct Booking Process

This pathway allows you to complete booking directly for all room nights chosen.

Choose your hotel and click “View Rates”, then click “Reserve Rooms”. Where information about your team’s age group is requested, please provide your team’s level. Complete the form and provide information for payment for each room. These rooms will be booked immediately upon completion of this form.

Cancelation/Modification Policy:

All cancellations/modifications must be made by using the cancellation/modification button found at the bottom of your receipt email. Cancellations must be received by 11:59 p.m. EST 7 days prior to arrival or a penalty of \$9.95/room from SiteSearch will be assessed. Additionally, cancellation must be received by 6:00 p.m. EST, 2 days prior to the day of arrival or will result in a penalty of 1 night’s room plus tax from the hotel. All requests for modifications received after the deadline may be charged for the nights cancelled. In the rare case that the cancellation/modification link does not work, email admin@sitesearchllc.com with your ARN reference number. Cancellations/modifications will not be accepted over the phone.

Questions:

www.midwesternsynchrosectionals.com | www.pacificcoastsynchrosectionals.com

Housing Questions: reservations2@sitesearchllc.com

General Event Questions: events@usfigureskating.org